

Regulatory Committee – Committee/Sub-Committee/Officer Delegations

Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2023 - 2024
Hackney Carriage & Private Hire Function			
Hackney Carriage/Private Hire Vehicle Driver’s Licence - New applications	Clear of guidelines: <ul style="list-style-type: none"> • Section Leader – Licensing • Senior Licensing Officer • Licensing Officer 	Regulatory Committee 09/06/2021	Clear of guidelines: <ul style="list-style-type: none"> • Licensing Manager • Service Lead - Licensing • Section Leader – Licensing • Senior Licensing Officer • Licensing Officer
	Not clear of guidelines: <ul style="list-style-type: none"> • Regulatory Sub-Committee • Licensing Manager • Markets Manager • Service Managers within Commercial Regulation • Service Managers within Governance Services • Service Leads within Commercial Regulation • Section Leader - Licensing 	Regulatory Committee 15/06/2022	
Private Hire Vehicle Operators Licence – New applications	<ul style="list-style-type: none"> • Regulatory Sub-Committee • Commercial Regulation Manager • Licensing Manager 	Regulatory Committee 15/06/2022	
Determination of Renewal Applications Hackney Carriage/Private Hire Vehicle Drivers Licences/Operators Licence	Clear of guidelines: <ul style="list-style-type: none"> • Section Leader - Licensing • Senior Licensing Officer • Licensing Officer 	Regulatory Committee 15/06/2022	

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Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2023 - 2024
Determination of Reviews/Reviews Prior to Renewal – Hackney Carriage/Private Hire Vehicle Drivers/Operators Licence	Not clear of guidelines: <ul style="list-style-type: none"> • Regulatory Sub-Committee • Commercial Regulation Manager • Licensing Manager • Markets Manager • Service Managers within Commercial Regulation • Service Managers within Governance Services • Service Leads within Commercial Regulation • Section Leader - Licensing 	Regulatory Committee 15/06/2022	
Additional Conditions - Private Hire Vehicle Operators Licence	In consultation with Chair or Vice Chair of Regulatory Committee: <ul style="list-style-type: none"> • Commercial Regulation Manager • Licensing Manager • Section Leader - Licensing 	Regulatory Committee 09/06/2021	
Additional Hackney Carriage/Private Hire Vehicle Driver’s Licence Conditions	In consultation with Chair or Vice Chair of Regulatory Committee: <ul style="list-style-type: none"> • Commercial Regulation Manager • Licensing Manager • Section Leader - Licensing 	Regulatory Committee 09/06/2021	
New/Renewal Hackney Carriage/Private Hire Vehicle Applications	Applicant clear of guidelines <ul style="list-style-type: none"> • Senior Licensing Officer • Licensing Officer 	Regulatory Committee 09/06/2021	
	Applicant not clear of guidelines: <ul style="list-style-type: none"> • Regulatory Sub-Committee • Licensing Manager • Markets Manager • Service Managers within Commercial Regulation 	Regulatory Committee 15/06/2022	

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	<ul style="list-style-type: none"> • Service Leads within Commercial Regulation • Service Managers within Governance Services • Section Leader - Licensing 		
Reviews – Hackney Carriage/Private Hire Vehicle Licence	<ul style="list-style-type: none"> • Regulatory Sub-Committee • Licensing Manager • Markets Manager • Service Managers within Commercial Regulation • Service Leads within Commercial Regulation • Service Managers within Governance Services • Section Leader - Licensing 	Regulatory Committee 15/06/2022	
Hackney Carriage Exceptional Condition Criteria	<ul style="list-style-type: none"> • Senior Licensing Officer <p>Appeal to: Section Leader - Licensing</p>	Regulatory Committee 09/06/2021	
Hackney Carriage/Private Hire Fees and Charges	Regulatory Committee	Regulatory Committee 09/06/2021	
Advertising on/in Hackney Carriages	Licensing Manager	Regulatory Committee 09/06/2021	
(a) “All Over”	Licensing Manager	Regulatory Committee 09/06/2021	
(b) Tip Up Seats	Licensing Manager	Regulatory Committee 09/06/2021	

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(c) Doors	Licensing Manager	Regulatory Committee 09/06/2021	
(d) Rear Window	Licensing Manager	Regulatory Committee 09/06/2021	
Advertising on/in Private Hire Vehicles	Licensing Manager	Regulatory Committee 09/06/2021	
(a) Rear Window	Licensing Manager	Regulatory Committee 09/06/2021	
(b) Rear Doors and Rear Wings	Licensing Manager	Regulatory Committee 09/06/2021	
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	<ul style="list-style-type: none"> • Regulatory Sub-Committee • Licensing Manager • Section Leader - Licensing 	Regulatory Committee 09/06/2021	
Approval of Hackney Carriage – Types	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	

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Approval of Hackney Carriage Fares	<ul style="list-style-type: none"> • Regulatory Committee 	Regulatory Committee 09/06/2021	
Digital Advertising in Hackney Carriage/Private Hire Vehicle	<ul style="list-style-type: none"> • Licensing Manager 	Regulatory Committee 09/06/2021	
Hackney Carriage/Private Hire Vehicles – Section 68 Notices	<ul style="list-style-type: none"> • Compliance Service Lead • Senior Compliance Officers • Section Leader – Compliance • Section Leader – Licensing • Taxi Safeguarding Officer • Investigator • Compliance Officer – Licensing • Senior Licensing Officer • Licensing Officer • Apprentice Compliance officers 	Regulatory Committee 15/06/2022	
Suspension/Removal of Suspension for Non-Mechanical Tests	<ul style="list-style-type: none"> • Compliance Service Lead • Senior Compliance Officers • Section Leader – Compliance • Section Leader – Licensing • Taxi Safeguarding Officer • Investigator • Compliance Officer – Licensing • Apprentice Compliance Officers 	Regulatory Committee 15/06/2022	
VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks - Approval	<ul style="list-style-type: none"> • Senior Licensing Officer • Section Leader - Licensing 	Regulatory Committee 09/06/2021	

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VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks - Revocation/Attachment of Conditions/Refusal	<ul style="list-style-type: none"> • Section Leader - Licensing 	Regulatory Committee 09/06/2021	
VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks - Review of decision	<ul style="list-style-type: none"> • Licensing Manager 	Regulatory Committee 09/06/2021	
Non-Mechanical compliance check of Hackney Carriage and Private Hire Vehicles - Approval	<ul style="list-style-type: none"> • Senior Licensing Officer • Licensing Officer 	Regulatory Committee 09/06/2021	
Non-Mechanical compliance check of Hackney Carriage and Private Hire Vehicles - Review of Decision	<ul style="list-style-type: none"> • Section Leader – Licensing • Senior Licensing Officer 	Regulatory Committee 09/06/2021	
Private Hire Vehicle Exceptional Condition Criteria - Approval	<ul style="list-style-type: none"> • Senior Licensing Officer 	Non-Statutory Licensing Committee 10/07/2019	
Private Hire Vehicle Exceptional Condition Criteria - Review of Decision	<ul style="list-style-type: none"> • Section Leader, Licensing 	Licensing Committee 03/06/2015	
Hackney Carriage Replacement Vehicles – outside existing criteria	<ul style="list-style-type: none"> • Section Leader, Licensing 	Licensing Committee 15/06/2016	

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Hackney Carriage Replacement Vehicles – Review of Decision	<ul style="list-style-type: none"> Licensing Manager 	Regulatory Committee 09/06/2021	
Investigation into complaints	<ul style="list-style-type: none"> Commercial Regulation Manager Licensing Manager Service Managers within Commercial Regulation Service Leads within Commercial Regulation Compliance Service Lead 	Regulatory Committee 15/06/2022	
Authorisation of Cautions	<ul style="list-style-type: none"> Commercial Regulation Manager Licensing Manager Compliance Service Lead 	Regulatory Committee 09/06/2021	
Authorisation to Prosecute	<ul style="list-style-type: none"> Commercial Regulation Manager Licensing Manager 	Regulatory Committee 09/06/2021	
Investigation of Offences under the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976	<ul style="list-style-type: none"> Compliance Service Lead Senior Compliance Officers Taxi Safeguarding Officer Investigators Compliance Officers – Licensing Apprentice Compliance Officers 	Regulatory Committee 15/06/2022	<ul style="list-style-type: none"> Compliance Service Lead • Section Leader - Compliance Senior Compliance Officers Taxi Safeguarding Officer Investigators Compliance Officers – Licensing Apprentice Compliance Officers

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Authorisation to conduct interviews under Police and Criminal Evidence Act 1984 (PACE)	<ul style="list-style-type: none"> • Compliance Service Lead • Senior Compliance Officers • Taxi Safeguarding Officer • Investigators • Compliance Officers - Licensing 	Regulatory Committee 15/06/2022	<ul style="list-style-type: none"> • Compliance Service Lead • Section Leader - Compliance • Senior Compliance Officers • Taxi Safeguarding Officer • Investigators • Compliance Officers - Licensing
Scrap Metal (for information only)			
Scrap Metal Licence Site/Collectors Applications	No Representations: <ul style="list-style-type: none"> • Licensing and Compliance Officer, Licensing 	Non-Statutory Licensing Committee 10/07/2019	
	Representations: Section Leader, Licensing	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 <ul style="list-style-type: none"> • Licensing and Compliance Officer, Licensing 	Non-Statutory Licensing Committee 10/07/2019	

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	Representations: Section Leader Licensing	Executive Decision Notice 16/02/2018	
Scrap Metal Site Issue of Closure Notice - Application to Magistrates for Closure Order / Termination of Order	<ul style="list-style-type: none"> • Service Manager - Commercial Regulation • Section Leader - Licensing 	Regulatory Committee 09/06/2021	
Scrap Metal Fees	<ul style="list-style-type: none"> • Commercial Regulation Manager 	Non-Statutory Licensing Committee 27/05/2020	
Delegation of Decision Making Functions under the Act	<ul style="list-style-type: none"> • Director of Governance • Commercial Regulation Manager • Service Manager - Commercial Regulation • Licensing and Compliance Officer 	Regulatory Committee 09/06/2021	
Street Trading			
Pitches – Create, Relocate or Deletion	Markets General Manager/Area Markets Manager	Non-Statutory Licensing Committee 17/03/2021	
Review of Decision	<ul style="list-style-type: none"> • Commercial Regulation Manager 	Non-Statutory Licensing Committee 17/03/2021	

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Consents – Grant, Renewal, Revocation Review of Decision	Markets General Manager/Area Markets Manager Commercial Regulation Manager	Non-Statutory Licensing Committee 17/03/2021 Non-Statutory Licensing Committee 17/03/2021	
Private Land Consents – Grant Revocation of Consent	Area Markets Manager Markets General Manager	Non-Statutory Licensing Committee 17/03/2021 Non-Statutory Licensing Committee 17/03/2021	
Temporary/Street Trading Occasional Consents	Area Markets Manager	Non-Statutory Licensing Committee 17/03/2021	
Change of Tradeline	Markets General Manager	Non-Statutory Licensing Committee 17/03/2021	

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<p>Transfer of Street Trading Consent Subject to Consent Conditions</p> <p>Review of Decision</p>	<p>Markets General Manager</p> <p>Commercial Regulation Manager</p>	<p>Non-Statutory Licensing Committee 17/03/2021</p> <p>Non-Statutory Licensing Committee 27/05/2020</p>	
<p>Street Trading Fees and Charges</p>	<p>Regulatory Committee</p>	<p>Regulatory Committee 09/06/2021</p>	
<p>Change of Unit Design – Approval</p>	<p>Markets General Manager</p>	<p>Non-Statutory Licensing Committee 17/03/2021</p>	
<p>Change of Unit Design - Review of Decision</p>	<p>Commercial Regulation Manager</p>	<p>Regulatory Committee 15/06/2022</p>	
Sex Establishments			
<p>Sex Establishment Licence Shops/Cinema/Sexual Entertainment Venues New Applications</p>	<p>Regulatory Sub-Committee</p>	<p>Regulatory Committee 09/06/2021</p>	

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Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications - No Representations	Section Leader, Licensing	Licensing Committee 30/05/2012	
Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications - Representations	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations	Section Leader, Licensing	Licensing Committee 18/06/2014	
Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations	Section Leader, Licensing	Licensing Committee 18/06/2014	
Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications - Representations	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	

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Revocation of Sex Establishment Licence	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
General Licensing			
House to House	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Free Printed Matter – Grant	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Free Printed Matter – Suspension, Revocation	Senior Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Free Printed Matter – Review of Decision	Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Free Printed Matter – Mediate outcome of Appeal	In consultation with Chair of Regulatory Committee: Service Manager - Commercial Regulation	Regulatory Committee 09/06/2021	
Street Collections	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing	

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		Committee 10/07/2019	
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	Non-Statutory Licensing Committee 10/07/2019	
Hypnotism – Review of Decisions	Section Leader, Licensing	Licensing Committee 03/06/2015	
Marriage Venues	Licensing and Compliance Officer, Licensing, signed off by Proper Officer	Non-Statutory Licensing Committee 10/07/2019	
Marriage Venues - Appeals	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
‘A’ Boards	No Representations - Licensing and Compliance Officer, Licensing Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019 Non-Statutory Licensing Committee 10/07/2019	

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	Appeal to Section Leader, Licensing	Licensing Committee 18/06/2014	
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>	
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>	

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Mini Bus Permits	<ul style="list-style-type: none"> • Senior Licensing Officer • Licensing Officer 	Regulatory Committee 15/06/2022	
Dangerous Wild Animals	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Dangerous Wild Animals - Grounds for Refusal under the Act - Revocation of Licence	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Zoos - No representations	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Zoos - Representations/Review of Licence	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Pavement Licences - No representations	Licensing and Compliance Officer	Regulatory Committee 09/06/2021	
Pavement Licences - Representations/Noncompliant with policy	Senior Licensing and Compliance Officer/ Section Leader, Licensing	Regulatory Committee 09/06/2021	

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Review of Decision – Refusal to Grant/Revoke Licence	Service Manager - Commercial Regulation	Regulatory Committee 09/06/2021	
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	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
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	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Caravan Sites Refusal	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Caravan Sites Alteration of Conditions - No representations	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	

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Caravan Sites Alteration of Conditions - Representations	Regulatory Sub-Committee	Regulatory Committee 09/06/2021	
Caravan Sites Fit and Proper Person Applications	Decision to Grant without conditions. <ul style="list-style-type: none"> • Service Manager within Commercial Regulation. • Section Leaders within Commercial Regulation. Decision to Grant with conditions or Refuse <ul style="list-style-type: none"> • Regulatory sub-committee. 	Regulatory Committee 15/06/2022	
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	

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Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation - where written representations are received	Service Manager - Commercial Regulation	Regulatory Committee 09/06/2021	
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	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/Pet Shops and Riding Establishments – Suspension where written representations are received	Service Manager - Commercial Regulation	Regulatory Committee 09/06/2021	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Revocation of licence	Service Manager - Commercial Regulation	Regulatory Committee 09/06/2021	
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.	<ul style="list-style-type: none"> • Commercial Regulation Manager • Service Manager – Environmental Health • Alison Stevens, Senior Officer 	Regulatory Committee 09/06/2021	
Power of entry to facilitate ‘periodic inspection’ of the stadium	<ul style="list-style-type: none"> • Service Manager – Environmental Health 	Regulatory Committee 09/06/2021	

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	<ul style="list-style-type: none"> • Senior Officer within Environmental Health • District Officer within Environmental Health 		
Chair of Safety Advisory Group	<ul style="list-style-type: none"> • Licensing Manager 	Regulatory Committee 09/06/2021	
Vice Chair of Safety Advisory Group	<ul style="list-style-type: none"> • Service Manager - Trading Standards & Licensing Act 	Regulatory Committee 15/06/2022	
Regulatory of Investigatory Powers Act 2000			
Regulation of Investigatory Powers Act (RIPA) 2000 authorisation to the Magistrates Court under Section 223 Local Government Act 1972	<ul style="list-style-type: none"> • Commercial Regulation Manager • Head of Communities 	Regulatory Committee 09/06/2021	
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*)	<ul style="list-style-type: none"> • Commercial Regulation Manager • Head of Communities 	Regulatory Committee 09/06/2021	

* Requires Delegation from the Head of Paid Service

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Tim Johnson
Chief Executive

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.

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John Roseblade
Director of Resident Services

Date: