

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

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2021 - 2022
Licensing Act 2003			
Premises Licence/Club Premises Certificate – New/Variation Application/ Provisional Statement	<p>No representations - Licensing and Compliance Officer, Licensing</p> <p>Representations resolved by conditions added to Licence – Statutory Licensing Sub-Committee, endorse to negate hearing</p> <p>Representations Not Resolved – Statutory Licensing Sub-Committee</p>	<p>Statutory Licensing Committee 10/07/2019</p> <p>Statutory Licensing Committee 10/07/2019</p> <p>Statutory Licensing Committee 10/07/2019</p>	
Premises Licence/Club Premises Certificate – Review Application	Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	
Temporary Event Notice – Standard	<p>Acknowledge Receipt – Licensing and Compliance Officer</p> <p>Representations/Service of Counter Notice – Statutory Licensing Sub-Committee</p>	<p>Statutory Licensing Committee 10/07/2019</p> <p>Statutory Licensing Committee 10/07/2019</p>	

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Licensing Act 2003 continued/...			
Temporary Event Notice - Standard Agree hearing is not required where TEN modified	Section Leader Licensing, in consultation with Chair or Vice Chair of Statutory Licensing Committee	Statutory Licensing Committee 10/07/2019	
Temporary Event Notice – Late	Section Leader Licensing	Licensing Committee 30/05/2012	
Minor Variations – Grant/Reject Applications in accordance with Legislative Reform Orders 2009	Section Leader, Senior Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	
Personal Licence - Application	No Representations - Licensing and Compliance Officer, Licensing Representations – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	
Designated Premises Supervisor – Variation	No Representations - Licensing and Compliance Officer, Licensing Representations - Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	

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Licensing Act 2003 continued/...			
Application Transfer Premises Licence/ Club Premises Certificate	No Representations - Licensing and Compliance Officer, Licensing Representations - Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	
Application for Interim Authority	No Representations - Licensing and Compliance Officer, Licensing Representations – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	
Decision to object when Local Authority is a Consultee and not the relevant authority considering the application	Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	
Licensing Act 2003 Fees and Charges	Secretary of State (Subject to revisions resulting from the Police Reform and Social Responsibility Act 2011)	Licensing Committee 30/05/2012	
Statement of Licensing Policy	Full Council	Licensing Committee 30/05/2012	
Decision on whether a complaint is Irrelevant, Frivolous, Vexatious etc	Section Leader, Licensing	Licensing Committee 30/05/2012	

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Licensing Act 2003 continued/...			
Power to suspend Premises Licence/Club Premises Certificate for non payment of annual fee	Section Leader, Licensing	Licensing Committee 30/05/2012	
To authorise Licensing Authority as a Responsible Authority	Commercial Regulation Manager/Section Leader, Licensing	Statutory Licensing Committee 27/05/2020	Commercial Regulation Manager
Mediate outcome of Appeal	Commercial Regulation Manager – Recommendation to Chair	Statutory Licensing Committee 27/05/2020	
Authority to inspect premises to evaluate compliance with the requirements of the Act	Section Leader, Senior Licensing and Compliance Officer, Licensing and Compliance Officer, Licensing Senior Environmental Health Officer/ Environmental Health Officer, Senior Officer/District Officer, Business Services	Statutory Licensing Committee 27/05/2020	Section Leader, Senior Licensing and Compliance Officer, Licensing and Compliance Officer, Licensing Senior Environmental Health Officer/ Environmental Health Officer, Senior Officer/District Officer, Commercial Regulation
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	Section Leader, Licensing Commercial Regulation Manager/Head of Business Service	Statutory Licensing Committee 27/05/2020	Licensing Manager/Section Leader, Licensing
Right of entry to investigate licensable activities under the Licensing Act 2003	Section Leader, Senior Licensing and Compliance Officer, Licensing and Compliance Officer, Licensing Senior Environmental Health Officer/Environmental Health Officer, Senior Officer/District Officer, Business Services	Statutory Licensing Committee 27/05/2020	Section Leader, Senior Licensing and Compliance Officer, Licensing and Compliance Officer, Licensing Senior Environmental Health Officer/Environmental Health Officer, Senior Officer/District Officer, Commercial Regulation

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Gambling Act 2005			
New/Variations/Provisional Statements Applications	<p>No Representations – Licensing and Compliance Officer, Licensing</p> <p>Representations Not Withdrawn – Statutory Licensing Sub-Committee</p>	<p>Statutory Licensing Committee 10/07/2019</p> <p>Statutory Licensing Committee 10/07/2019</p>	
Transfer of Premises Licence	<p>No Representations - Licensing and Compliance Officer</p> <p>Representations from Gambling Commission – Statutory Licensing Sub-Committee</p>	<p>Statutory Licensing Committee 10/07/2019</p> <p>Statutory Licensing Committee 10/07/2019</p>	
Premises Licence/Suspension/Revocation	Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	
Temporary Use Notice	<p>No Representations – Section Leader Licensing</p> <p>Representations - Statutory Licensing Sub-Committee</p>	<p>Licensing Committee 30/05/2012</p> <p>Statutory Licensing Committee 10/07/2019</p>	

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Gambling Act 2005			
Occasional Use Notice	No Representations - Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	
Authority to inspect premises to evaluate compliance with the requirements of the Act	Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Business Service	Statutory Licensing Committee 10/07/2019	Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Commercial Regulation
Application Club Gaming/Club Machine Permit	No representations - Licensing and Compliance Officer, Licensing Representations Not Withdrawn – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	
Cancellation of Club Gaming/ Club Machine Permit	Section Leader/Senior Licensing and Compliance Officer/Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	
Alcohol Licensed Premises Gaming Machine Permit – Notification	Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	
Cancellation Licensed Premises Gaming Machine Permits	Section Leader/Senior Licensing and Compliance Officer/Licensing and Compliance Officer, Licensing	Statutory Licensing	

		Committee 10/07/2019	
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Gambling Act 2005 continued/...			
Small Society Lotteries New/Renewal	Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	
Gambling Act Fees and Charges	Statutory Licensing Committee up to maximum set by Secretary of State	Statutory Licensing Committee 10/07/2019	
Statement of Gambling Policy	Full Council	Licensing Committee 30/05/2012	
To authorise the Local Authority as a Responsible Authority	Commercial Regulation Manager/Section Leader, Licensing	Statutory Licensing Committee 27/05/2020	Commercial Regulation Manager
Authority to act as a Responsible Authority			Licensing Manager/Section Leader, Licensing