

Appendix1

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

Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2022 - 2023
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>	none
Premises Licence/Club Premises Certificate – Review Application	Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	none
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>	none
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	none

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Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2022 - 2023
Temporary Event Notice – Late	Section Leader Licensing	Licensing Committee 30/05/2012	none
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	none
Personal Licence - Application	No Representations - Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
	Representations – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	
Designated Premises Supervisor – Variation	No Representations - Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
	Representations - Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	
Application Transfer Premises Licence/ Club Premises Certificate	No Representations - Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
	Representations - Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	

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Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2022 - 2023
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	none
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	none
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	none
Statement of Licensing Policy	Full Council	Licensing Committee 30/05/2012	none
Decision on whether a complaint is Irrelevant, Frivolous, Vexatious etc	Section Leader, Licensing	Licensing Committee 30/05/2012	none
Power to suspend Premises Licence/Club Premises Certificate for non-payment of annual fee	Section Leader, Licensing	Licensing Committee 30/05/2012	none
To authorise Licensing Authority as a Responsible Authority	Commercial Regulation Manager	Statutory Licensing Committee 09/06/2021	none

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Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2022 - 2023
Mediate outcome of Appeal	Commercial Regulation Manager – Recommendation to Chair	Statutory Licensing Committee 27/05/2020	none
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, Commercial Regulation	Statutory Licensing Committee 09/06/2021	none
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	Licensing Manager/Section Leader, Licensing	Statutory Licensing Committee 09/06/2021	Service Manager: Trading Standards & Licensing Act /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, Commercial Regulation	Statutory Licensing Committee 09/06/2021	none
Gambling Act 2005			
New/Variations/Provisional Statements Applications	No Representations – Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
	Representations Not Withdrawn – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	

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Transfer of Premises Licence	No Representations - Licensing and Compliance Officer Representations from Gambling Commission – Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019 Statutory Licensing Committee 10/07/2019	none
Premises Licence/Suspension/Revocation	Statutory Licensing Sub-Committee	Statutory Licensing Committee 10/07/2019	none
Temporary Use Notice	No Representations – Section Leader Licensing Representations - Statutory Licensing Sub-Committee	Licensing Committee 30/05/2012 Statutory Licensing Committee 10/07/2019	none
Occasional Use Notice	No Representations - Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
Authority to inspect premises to evaluate compliance with the requirements of the Act	Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Commercial Regulation	Statutory Licensing Committee 09/06/2021	none

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Licence/Consent/Permit Type	Current Delegations	Date of Committee Authorisation	Proposed Changes to Delegations 2022 - 2023
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	none
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	none
Alcohol Licensed Premises Gaming Machine Permit – Notification	Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
Cancellation Licensed Premises Gaming Machine Permits	Section Leader/Senior Licensing and Compliance Officer/Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
Small Society Lotteries New/Renewal	Licensing and Compliance Officer, Licensing	Statutory Licensing Committee 10/07/2019	none
Gambling Act Fees and Charges	Statutory Licensing Committee up to maximum set by Secretary of State	Statutory Licensing Committee 10/07/2019	none

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Statement of Gambling Policy	Full Council	Licensing Committee 30/05/2012	none
To authorise the Local Authority as a Responsible Authority	Commercial Regulation Manager	Statutory Licensing Committee 09/06/2021	none
Authority to act as a Responsible Authority	Licensing Manager/Section Leader, Licensing	Statutory Licensing Committee 09/06/2021	Service Manager: Trading Standards & Licensing Act /Section Leader Licensing

Appendix1

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 for City Housing and Environment

Date: