

POWERS DELEGATED BY OR ON THE RECOMMENDATION OF THE LICENSING COMMITTEE

(Reviewed xx 2026)

Source	The Power Delegated	Delegated to	Remarks
Licensing Act 2003 - Licensing Act 2003 (legislation.gov.uk)	To make changes to the proceedings adopted for hearings of the Licensing Sub Committees	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 120	To determine applications for personal licences where there is no objection from the Police	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 18	To determine an application for a premises licence where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 31	To determine an application for a provisional statement where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 35	To determine an application to vary a premises licence where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Licensing Act 2003, Section 39	To determine an application to vary a premises licence in relation to a premises supervisor where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 41	To determine a request to be removed as a designated premises supervisor	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 41A	To determine an application for a minor variation of a premises licence	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 41B	To decide whether to consult other responsible authorities on minor variation applications	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 41D	To determine an application to vary a premises licence at community premises to include alternative licence condition where there is no objection from the Police	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 41D	To determine an application to vary a premises licence at community premises to include alternative licence	Head of Planning, Infrastructure & Public Protection	

	condition where there is no objection from the Police	Public Protection Manager – Licensing	
Licensing Act 2003, Section 44	To determine an application to transfer a premises licence where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 47	To cancel an interim authority notice where no objections have been submitted	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 55A	To suspend a premises licence for non-payment of annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 72	To determine an application for a club premises certificate where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 85	To determine an application to vary a club premises certificate where no relevant representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Licensing Act 2003, Section 86A	To determine an application for a minor variation of a club premises certificate	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 90	To withdraw a club premises certificate where a club ceases to be a qualifying club	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003, Section 92A	To suspend a club premises certificate for non-payment of annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003 Various	To determine that a hearing is unnecessary where representations are received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003 Various	To determine whether a representation is frivolous, vexatious etc.	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003 Various	To instigate proceedings for the contravention of the provisions of the Act	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Licensing Act 2003, Section 13(4)(Za)	To act on behalf of the Licensing Authority as a Responsible Authority and to decide whether to make representations when the Licensing Authority is the relevant Licensing Authority	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing Licensing Team Leader	
Licensing Act 2003	To make representations under S13(4)(d) of the Act (on behalf of local planning authority)	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003	To act on behalf of the environmental health authority under S13(4)(e) of the Act	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing Public Protection Manager – Environmental Health	
Licensing Act 2003	To determine a minor variation application to vary a club premises certificate (S86)	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003	To determine a minor variation application to vary a premises licence (S41)	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Licensing Act 2003	To determine an application for the mandatory alcohol condition requiring a designated premises supervisor in respect of a premises licence to be disapplied (S19)	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Licensing Act 2003	To determine requests to amend the classifications of films by the BBFC and to classify films that have not been classified which are intended for public exhibition in the District.	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	After Consultation with the Chair and Vice-Chair of the Licensing Committee) or nominated representatives.

<p>Gambling Act 2005 (legislation.gov.uk)</p> <p>Gambling Act 2005, Section 157(a)</p>	<p>To act on behalf of the licensing authority</p>	<p>Head of Planning, Infrastructure & Public Protection</p> <p>Public Protection Manager – Licensing Licensing Team Leader</p>	
<p>Gambling Act 2005, Section 157(g)</p>	<p>To act on behalf of the environmental health authority</p>	<p>Head of Planning, Infrastructure & Public Protection</p> <p>Public Protection Manager – Licensing Public Protection Manager – Environmental Health</p>	
<p>Gambling Act 2005, Section 163</p>	<p>To determine applications for Premises Licence where no relevant representations received</p>	<p>Head of Planning, Infrastructure & Public Protection</p> <p>Public Protection Manager – Licensing</p>	
<p>Gambling Act 2005, Section 162</p>	<p>To decide whether a representation is vexatious, frivolous, or would certainly not influence the authority's determination of an application</p>	<p>Head of Planning, Infrastructure & Public Protection</p> <p>Public Protection Manager – Licensing</p>	
<p>Gambling Act 2005, Section 187</p>	<p>To determine an application to vary a Premises Licence in respect of which no representations have been received.</p>	<p>Head of Planning, Infrastructure & Public Protection</p> <p>Public Protection Manager – Licensing</p>	
<p>Gambling Act 2005, Section 188</p>	<p>To determine an application for transfer of a Premises Licence where no representations received</p>	<p>Head of Planning, Infrastructure & Public Protection</p>	

		Public Protection Manager – Licensing	
Gambling Act 2005, Section 193	To revoke a Premises Licence for failure to pay an annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 194	To determine that a Premises Licence has lapsed	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 195	To reinstate a lapsed Premises Licence where no representation has been received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 198	To reject an application for a review of a Premises Licence on various grounds	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	After consultation with the Chair or Vice-Chair of the Licensing Committee
Gambling Act 2005, Section 200	To initiate review of Premises Licence	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing Licensing Team Leader	
Gambling Act 2005, Section 201	To determine that representation about a review of a Premises Licence is frivolous, vexatious or will certainly not influence a review of a Premises Licence	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Gambling Act 2005, Section 204	To determine application for provisional statement in respect of which no representations have been received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 205	To decide whether to disregard representations made in respect of an application for a Premises Licence after issue of a provisional statement	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 218	To issue counter notice to Temporary Use Notice where the number of permitted days are exceeded	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 221	To object to a Temporary Use Notice	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing Licensing Team Leader	
Gambling Act 2005, Section 284	To make an Order to remove exemptions from specified premises where no representations have been received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Section 346	To institute criminal proceedings in respect of an offence under the provisions of the Act	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	After consultation with the Chair or Vice-Chair of the Licensing Committee

Gambling Act 2005, Schedule 10, Paragraph 8	To determine an application for a Family Entertainment Centre Gaming Machine Permit	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 10, Paragraphs 14 and 15	To notify a lapse of a Family Entertainment Centre Gaming Permit	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 11, Paragraph 44	To register a society for the small society lottery	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 11, Paragraphs 47 and 48	To refuse an application for the registration of a society for the small society lottery	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 11, Paragraph 50	To revoke the registration of a society for the small society lottery	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	After consultation with the Chair or Vice-Chair of the Licensing Committee
Gambling Act 2005, Schedule 11, Paragraph 54	To cancel the registration of a society for a small society lottery for non-payment of annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005,	To determine an application for a Club Gaming Permit and Club Machine	Head of Planning, Infrastructure & Public Protection	

Schedule 12, Paragraphs 5, 10 and 24	Permit and for renewal of a permit where no representations have been received	Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 12, Paragraph 15	To determine an application for the variation of a Club Gaming Permit and Club Machine Permit where no representations received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 12, Paragraph 21	To cancel a Club Gaming Permit and Club Machine Permit where no representations have been received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 12, Paragraph 22	To cancel a Club Gaming Permit and Club Machine Permit for failure to pay an annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 13, Paragraphs 4, 15 and 19	To determine an application for grant, variation or transfer of a Licensed Premises Gaming Machine Permit	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 13, Paragraph 17	To cancel Licensing Premises Gaming Machine Permit and variation of number or category of machine where no representations have been received	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Gambling Act 2005, Schedule 13, Paragraph 17	To cancel Licensed Premises Gaming Machine Permit for failure to pay annual fee	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 14, Paragraphs 9 and 18	To determine applications for a Prize Gaming Permit and applications for the renewal of Permits	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Gambling Act 2005, Schedule 14, Paragraph 15	To determine that Prize Gaming Permit has lapsed	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

<p>Scrap Metal Dealers Act 2013 Scrap Metal Dealers Act 2013 (legislation.gov.uk)</p>	<p>To appoint suitably qualified and competent persons to act as 'authorised persons' to determine and issue licences and enforce the provisions of the Act</p>	<p>Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing</p>	
	<p>To determine the licensing fees and to review them annually and as appropriate</p>	<p>Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing</p>	
	<p>To initiate prosecutions under the Act</p>	<p>Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing</p>	