

**LICENSING ACT 2003 – RESPONSIBLE AUTHORITY DELEGATIONS  
(Report by the Head of Legal and Democratic Services)**

**1. INTRODUCTION**

- 1.1 In June 2008, the Licensing Committee formalised the arrangements for the formal delegation of officers to make representations as Responsible Authorities under the Licensing Act 2003. These were to the Head of Planning Services to act on behalf of the local planning authority and the Head of Environment and Community Health to act on behalf of the environmental health authority.
- 1.2 On 25 April 2012, certain provisions of the Police Reform and Social Responsibility Act 2011 came into effect and brought about a number of amendments to the Licensing Act 2003. One of the amendments was to create the Licensing Authority as a new category of Responsible Authority.
- 1.3 The Licensing Authority is now able to make representations and initiate a review of a premises licence in addition to planning and environmental health.
- 1.4 Where the Licensing Authority uses the power to make representations/reviews, there will be a clear distinction between the officer acting as the responsible authority bringing about the representation/review and the officer acting as the licensing authority in preparing and presenting the report to the sub-committee.

**2. CONCLUSION AND RECOMMENDATION**

- 2.1 For the avoidance of doubt and consistency, it would be preferable for the Committee to authorise officers to act as the respective responsible authority and it is therefore

**RECOMMENDED**

that the Head of Legal and Democratic Services be authorised to act on behalf of the licensing authority under section 13 (4) (za) of the Licensing Act 2003 as a responsible authority.

**BACKGROUND INFORMATION**

Police Reform and Social Responsibility Act 2011

**Contact Officer: Christine Allison, Licensing Manager**  
**☎ 01480 388010**