

POWERS DELEGATED BY OR ON THE RECOMMENDATION OF THE LICENSING COMMITTEE

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Licensing Act 2003	To make changes to the proceedings adopted for hearings of the Licensing Sub Committees	Head of Community	19.01.05	After consultation with the Chairman and Vice-Chairman of the Licensing Committee
Licensing Act 2003 (S120)	To determine applications for personal licences where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S121)	To determine an application for the renewal of a personal licence where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S18)	To determine an application for a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S31)	To determine an application for a provisional statement where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S35)	To determine an application to vary a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	

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Licensing Act 2003 (S39)	To determine an application to vary a premises licence in relation to a premises supervisor where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S41)	To determine a request to be removed as a designated premises supervisor	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41A)	To determine an application for a minor variation of a premises licence	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41B)	To decide whether to consult other responsible authorities on minor variation applications	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41D)	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 Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41D)	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 Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S44)	To determine an application to transfer a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S47)	To cancel an interim authority notice where no objections have been submitted	Head of Community or, in his absence, the Licensing Manager	23.10.12	

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Licensing Act 2003 (S55A)	To suspend a premises licence for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S72)	To determine an application for a club premises certificate where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S85)	To determine an application to vary a club premises certificate where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S86A)	To determine an application for a minor variation of a club premises certificate	Head of Community or in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S90)	To withdraw a club premises certificate where a club ceases to be a qualifying club	Head of Community or, in his absence, the Licensing Manager	23.10.12	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 (S92A)	To suspend a club premises certificate for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 Various	To determine that a hearing is unnecessary where representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 Various	To determine whether a representation is frivolous, vexatious etc	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 Various	To instigate proceedings for the contravention of the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the

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Licensing Act 2003 (S13(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 Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003	To make representations under S13(4)(d) of the Act (on behalf of local planning authority)	Head of Development, or in his absence, the Planning Policy Manager (Development Management)	18.06.08	
Licensing Act 2003	To act on behalf of the environmental health authority under S13(4)(e) of the Act	Head Community	18.06.08	
Licensing Act 2003	To determine a minor variation application to vary a club premises certificate (S86)	Head of Community or, in his absence, the Licensing Manager	16.09.09	
Licensing Act 2003	To determine a minor variation application to vary a premises licence (S41)	Head of Community or, in his absence, the Licensing Manager	16.09.09	
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 Community or, in his absence, the Licensing Manager	16.09.09	
Gambling Act 2005	To act on behalf of the licensing authority under S157(a) of the Act	Licensing Manager	18.06.08	
Gambling Act 2005	To act on behalf of the environmental health authority under S157(g) of the Act	Head of Community	18.06.08	
Section 163	To determine applications for Premises Licence where no relevant representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	

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Section 162	To decide whether a representation is vexatious, frivolous, or would certainly not influence the authority's determination of an application	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with Chairman or Vice-Chairman of the Licensing Committee
Section 187	To determine an application to vary a Premises Licence in respect of which no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 188	To determine an application for transfer of a Premises Licence where no representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 193	To revoke a Premises Licence for failure to pay an annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 194	To determine that a Premises Licence has lapsed	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 195	To reinstate a lapsed Premises Licence where no representation has been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 198	To reject an application for a review of a Premises Licence on various grounds	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Section 200	To initiate review of Premises Licence	Head of Community or, in his absence, the Licensing Manager	13.06.07	
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 Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee

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Section 204	To determine application for provisional statement in respect of which no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
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 Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Section 218	To issue counter notice to Temporary Use Notice where the number of permitted days are exceeded	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 221	To object to a Temporary Use Notice	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 284	To make an Order to remove exemptions from specified premises where no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 346	To institute criminal proceedings in respect of an offence under the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Schedule 10 Paragraph 8	To determine an application for a Family Entertainment Centre Gaming Machine Permit	Head of Community or, in his absence, the Licensing Manager	13.06.07	Refusal to be exercised only after consultation with Chairman or Vice-Chairman of the Licensing Committee

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Paragraphs 14 and 15	To notify a lapse of a Family Entertainment Centre Gaming Permit	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Schedule 11 Paragraph 44	To register a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Paragraphs 47 and 48	To refuse an application for the registration of a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Paragraph 50	To revoke the registration of a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Paragraph 54	To cancel the registration of a society for a small society lottery for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Schedule 12 Paragraphs 5, 10 and 24	To determine an application for a Club Gaming Permit and Club Machine Permit and for renewal of a permit where no representations have been received	Head of Community, or in his absence, the Licensing Manager	13.06.07	
Paragraph 15	To determine an application for the variation of a Club Gaming Permit and Club Machine Permit where no representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Paragraph 21	To cancel a Club Gaming Permit and Club Machine Permit where no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	

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Paragraph 22	To cancel a Club Gaming Permit and Club Machine Permit for failure to pay an annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
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 Community or, in his absence, the Licensing Manager	13.06.07	Refusal and limitation on number of machines only after consultation with Chairman or Vice-Chairman of the Licensing Committee
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 Community or, in his absence, the Licensing Manager	13.06.07	
Paragraph 17	To cancel Licensed Premises Gaming Machine Permit for failure to pay annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Schedule 14 Paragraphs 9 and 18	To determine applications for a Prize Gaming Permit and applications for the renewal of Permits	Head of Community or, in his absence, the Licensing Manager	13.06.07	Refusal only after consultation with Chairman or Vice-Chairman of Licensing Committee
Paragraph 15	To determine that Prize Gaming Permit has lapsed	Head of Community or, in his absence, the Licensing Manager	13.06.07	

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Scrap Metal Dealers Act 2013	To appoint suitably qualified and competent persons to act as 'authorised persons' to determine and issue licences and enforce the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	13.11.13	
	To determine the licensing fees and to review them annually and as appropriate	Head of Community or, in his absence, the Licensing Manager		
	To initiate prosecutions under the Act			After consultation with the Chairman and Vice-Chairman of the Committee
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 Community or, in his absence, the Licensing Manager.	20.10.15	After Consultation with the Chairman and Vice-Chairman of the Licensing Committee) or nominated representatives.