

## APPENDIX 1

Note: Amendments to the matters reserved are shown in the following ways: new text is shown in **bold/underlined** and any deletions are shown by the strikethrough of the relevant text.

### **PART 3G: MATTERS RESERVED TO THE LICENSING COMMITTEE, AND THE 1st TIER OFFICER AND OFFICER PANEL EXERCISING LICENSING FUNCTIONS**

**The Licensing Committee and the sub-committees appointed by it to exercise licensing functions to consider:**

1. any application for the grant, renewal, variation or transfer of any General Safety Certificate in respect of Sports Stadium or Regulated Stands;
2. any application for a personal licence which is the subject of a police objection.
3. any application for a personal licence by a person with unspent criminal convictions.
4. any application for a premises licence or a club premises certificate which is the subject of a relevant representation
5. any application for a provisional statement which is the subject of a relevant representation
6. any application to vary a premises licence or club premises certificate which is the subject of a relevant representation
7. any application to vary a designated premises supervisor which is the subject of a police objection.
8. any application for a transfer of a premises licence which is the subject of a police objection.
9. any applications for interim authorities which are the subject of a police objection.
10. any application to review a premises licence or club premises certificate.
11. any decision to object when the local authority is a consultee and not the relevant authority considering the application.
12. any determination of a police objection to a temporary event notice.

### **Matters Delegated to the 1st Tier Officer**

- (a) any application for a personal licence which is without police objection.**
- (b) any application for a premises licence or a club premises certificate if no relevant representation has been made.**
- (c) any application for a provisional statement if no relevant representation has been made.**
- (d) any application to vary a premises licence or club premises certificate if no relevant representation has been made.**
- (e) any application to vary a designated premises supervisor which is without police objection.**
- (f) any request to be removed as a designated premises supervisor.**
- (g) any application for a transfer of a premises licence which is without police objection.**
- (h) any applications for interim authorities which are without police objection.**
- (i) any decision on whether a complaint is irrelevant frivolous or vexatious.**

### **Matters Delegated to the 1st Tier Officer and considered by the Licensing Officer Panel**

The Panel to make recommendations to the 1st Tier Officer on the following matters:

- (a) new designations, refusals and variations for sites for street trading;**
- (b) revocation of street trading licenses;**
- (c) all films submitted for local classification under the Cinemas Act 1985.**

## NOTES

1. All matters not reserved as above are delegated to the appropriate Chief Officer, 1st Tier Officers or Business Unit Manager, except that authority to initiate prosecutions is delegated to:

### Licensing

- Strategic Director of Environment and Leisure
- Head of Streetscene and Public Protection
- Head of Waste Management
- Environmental Health and Trading Standards Manager

### Street Trading

- Strategic Director of Environment and Leisure
- Head of Streetscene and Public Protection
- Head of Waste Management
- Client and Enforcement Manager, Waste Management Division
- Environmental Health and Trading Standards Manager

*(All matters reserved to the Licensing Officer Panel can always be decided by the Licensing Committee.)*

2. Each Chief Officer and/or 1st Tier Officer in making decisions under the above scheme is required to do so within the internal scheme of management for their own department. This will include appropriate monitoring arrangements, and dissemination of information both internally and externally to the Council.