

## APPENDIX 2 - SPECIFIC DELEGATIONS FOR LICENSING FUNCTIONS

### Part 1 APPENDIX A

#### SPECIFIC DELEGATIONS FOR THE LICENSING FUNCTIONS

| MATTER TO BE DEALT WITH   | FULL COMMITTEE | SUB-COMMITTEE  | OFFICERS                      |
|---|----------------|--|-------------------------------|
| Application for personal licence                                |                | If a police objection is made and not withdrawn        | If no objection               |
| Application for personal licence, with unspent convictions      |                | All cases  |                               |
| Application for Premises Licences/Club Premises Certificate     |                | If a relevant representation is made and not withdrawn | If no relevant representation |
| Application for provisional statement                           |                | If a relevant representation is made and not withdrawn | If no relevant representation |
| Application to vary Premises Licences/Club Premises Certificate |                | If a representation is made and not withdrawn          | If no representation          |
| Application to vary Designated Premises Supervisor              |                | If a police objection is made and not withdrawn        | All other cases               |

| MATTER TO BE DEALT WITH  | FULL COMMITTEE | SUB-COMMITTEE                                   | OFFICERS        |
|--|----------------|---|-----------------|
| Application for transfer of Premises Licences  |                | If a police objection is made and not withdrawn | All other cases |
| Application for an interim authority notice where the Licence holder dies, becomes mentally incapable, becomes insolvent or, is no longer entitled to work in the UK |                | If a police objection is made and not withdrawn | All other cases |
| Application to review Premises Licences/club premises registration   |                | All cases                                       |                 |

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|   |  |   |           |
|---|--|---|-----------|
| Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.   |  |   | All cases |
| Decision to object when local authority is a consultee and not the relevant authority considering the application |  | All cases                                     |           |
| Determination of an objection to a temporary event notice   |  | If a representation is made and not withdrawn |           |
| Application for a minor variation   |  |   | All cases |

| MATTER TO BE DEALT WITH   | FULL COMMITTEE | SUB-COMMITTEE   | OFFICERS                   |
|---|----------------|---|----------------------------|
| Application to remove the requirement for a Designated Premises Supervisor and personal licence at a community premises   |                |   | All cases                  |
| Decision to make, vary or revoke an Early Morning Restriction Order   | Yes            |   |                            |
| Decision to publish a cumulative impact assessment  | Yes            |   |                            |
| Hearing and determining applications for a Hackney Carriage and Private Hire Vehicle Driver's Licence or Private Hire Operator's Licence Including applications to renew any such licence |                | Where Officers have material concerns as to whether the applicant is a "fit and proper" person to hold such licence | <del>All other cases</del> |

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|  |  |  |                         |
|--|--|--|-------------------------|
| <p>To grant delegated authority to officers to suspend or revoke Hackney Carriage or Private Hire Driver's Licences <del>when required to do so</del> with immediate effect to ensure public safety</p>  |  |  | <p>All cases</p>        |
| <p><u>Applications for a Hackney Carriage/ Private Hire Vehicle Driver's Licence or Private Hire Operator's Licence (including renewal applications) made within 12 <del>36</del> months of having had an application for such a licence refused or revoked by the authority, and where there has been no material change to the circumstances of the previous application</u></p> |  |  | <p><u>All cases</u></p> |

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