



## SHEFFIELD CITY COUNCIL Committee Report

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**Report of:** Chief Licensing Officer, Head of Licensing

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**Date:** 25<sup>th</sup> October 2012

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**Subject:** Terms of Reference and Officer Delegation

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**Author of Report:** Stephen Lonnia - 2053798

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**Summary:** To inform Members of the updated Terms of Reference for the Licensing Committee and the current Scheme of Officer Delegations.

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**Recommendations:** That Members note the content of this report and the attachments.

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**Background Papers:** Attached to this report

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**Category of Report:** OPEN

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# REPORT OF THE CHIEF LICENSING OFFICER and HEAD OF LICENSING TO THE LICENSING COMMITTEE

25<sup>th</sup> October 2012

85/12

## Licensing Committee – Terms of Reference and Officer Delegations

### 1.0 SUMMARY

- 1.1 To inform members of the updated Terms of Reference for the Licensing Committee and the current Scheme of Officer Delegations.

### 2.0 BACKGROUND

- 2.1 The Full Council at its meeting on the 5<sup>th</sup> September 2012 adopted some minor changes to Part 3 of the Council Constitution in relation to Responsibility for Functions.
- 2.2 These were minor changes / updates to legislation and the transfer of three licensing functions to the Licensing Service from Trading Standards and Highways.

### 3.0 LICENSING COMMITTEE – TERMS OF REFERENCE

- 3.1 The Council Constitution at paragraph 3.3.2 sets out in a table the Local Authority Functions. These are Council Functions that can be delegated to Committees or Officers. They are Local Authority functions which by law cannot be the responsibility of the Executive.
- 3.2 Part B of that table refers to Licensing and Registration functions in so far as not covered by any other paragraph of the table. A copy of the table is set out in Part 3 of the Constitution and is attached for information at Appendix A.
- 3.3 Paragraph 3.3.5 of Part 3 details matters delegated to Council Committees and Sub Committees. This section details the Licensing Committee's Terms of Reference. A copy of the Licensing Committee Terms of Reference is attached for information and ease of reference at Appendix B.
- 3.4 Licensing Committee will note, that included within the table in Part 3 and the Terms of Reference are powers to exercise and enforce the Councils functions in relation to;
- Pavement Café Licences – Local Government (Miscellaneous Provisions) Act 1982 and the Highways Act 1980
  - Poisons – Poisons Act 1972
  - Second Hand Dealers – South Yorkshire Act 1980

#### **4.0 SCHEME OF OFFICER DELEGATIONS**

- 4.1 The scheme of officer delegations approved by the Licensing Committee at its meeting on the 6<sup>th</sup> January 2011 has been amended only to show the correct job title of the Chief Licensing Officer and Head of Licensing.
- 4.2 A copy of the Scheme of Officer Delegations is attached for information at Appendix C.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications arising from this report.

#### **6.0 RECOMMENDATIONS**

- 6.1 That members note the content of this report and the attachments.

Steve Lonnia  
Chief Licensing Officer and Head of Licensing  
Licensing Service  
Staniforth Road Depot  
October 2012

# **Appendix “A”**

## **Part B of**

### **Table of Functions**

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relation to a listed building.	and Conservation Areas) Act 1990 (c.9)
30A. Power to authorise stopping up or diversion of highway.	Section 247 of the Town and Country Planning Act 1990 (c.8)
31. Power to execute urgent works.	Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9)
<b>B. Licensing and registration functions (in so far as not covered by any other paragraph of this table)</b>	
1. Power to issue licences authorising the use of land as a caravan site ("site licences").	Section 3(3) of the Caravan Sites and Control of Development Act 1960 (c. 62).
2. Power to license the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936 (c.49).
3. Power to license hackney carriages and private hire vehicles.	(a) as to hackney carriages, the Town Police Clauses Act 1847 (10 & 11 Vict. c. 89), as extended by section 171 of the Public Health Act 1875 (38 & 39 Vict. c. 55), and section 15 of the Transport Act 1985 (c. 67); and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (c. 57);
	(b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
4. Power to license drivers of hackney carriages and private hire vehicles.	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
5. Power to license operators of hackney carriages and private hire vehicles.	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
6. Power to register pool promoters.	Part 8 and 9 of the Gambling Act 2005
7. Power to grant track betting licences.	Section 153, 154 and 164 of Part 8 of the Gambling Act 2005
8. Power to license inter-track betting schemes.	Gambling Act 2005
9. Power to grant permits in respect of premises with amusement machines.	Section 274 and Schedule 12, Section 283 and Schedule 13, Section 289 and Schedule 14 and Part 10 of the Gambling Act 2005
10. Power to register societies wishing to promote lotteries.	Section 258, Schedule 11 Parts 1 to 7 of the Gambling Act 2005
11. Power to grant permits in respect of premises where amusements with prizes are provided.	Section 247 and Schedule 10 and Part 10 of the Gambling Act 2005
12. Power to issue cinema and cinema club licences.	Section 1 of the Cinema Act 1985 (c. 13).
13. Power to issue theatre licences.	Sections 12 to 14 of the Theatres Act 1968 (c. 54).
14. Power to issue entertainments licences.	Section 12 of the Children and Young Persons Act 1933 (c. 12), Licensing Act 2003
14A. Functions relating to licensing.	Sections 5 to 8 of the Licensing Act 2003 (c. 17).
14AA Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the 2005 Act
14AB Functions relating to exchange of information.	Section 30 of the 2005 Act.
14AC Functions relating to occasional use	Section 39 of the 2005 Act.

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notices.	
14B Power to resolve not to issue a casino premises licence	Section 166 of the 2005 Act.
14C. Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises.	Section 304 of the 2005 Act.
14CA Power to make order disapplying section 279 or 282(1) of the 2005 Act in relation to specified premises.	Section 284 of the 2005 Act.
14D. Power to institute criminal proceedings	Section 346 of the 2005 Act.
14E. Power to exchange information	Section 350 of the 2005 Act.
14F. Functions relating to the determination of fees for premises licences.	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (S.I. 2007/479).
14G Functions relating to the registration and regulation of small society lotteries.	Part 5 of Schedule 11 to the 2005 Act.
15. Power to license sex shops, sex cinemas and sexual entertainment venues.	The Local Government (Miscellaneous Provisions) Act 1982, section 2 and Schedule 3.
16. Power to license performances of hypnotism.	The Hypnotism Act 1952 (c. 46).
17. Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis.	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982.
18. Power to license pleasure boats and pleasure vessels.	Section 94 of the Public Health Acts Amendment Act 1907 (c. 53).
20. Power to license market and street trading.	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982
22. Duty to keep list of persons entitled to sell non-medicinal poisons.	Sections 3(1)(b)(ii), 5, 6 and 11 of the Poisons Act 1972 (c. 66).
23. Power to license dealers in game and the killing and selling of game.	Regulatory Reform (Game) Order 2007/2007
24. Power of register and license premises for the preparation of food.	Section 19 of the Food Safety Act 1990 (c. 16).
25. Power to license scrap yards.	Section 1 of the Scrap Metal Dealers Act 1964 (c. 69).
26. Power to issue, amend or replace safety certificates (whether general or special) for sports grounds.	The Safety of Sports Grounds Act 1975 (c. 52).
27. Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds.	Part III of the Fire Safety and Safety of Places of Sport Act 1987 (c.27).
28. Power to issue fire certificates.	Section 5 of the Fire Precautions Act 1971 (c.40).
29. Power to license premises for the breeding of dogs.	Section 1 of the Breeding of Dogs Act 1973 (c. 60) and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999 (c. 11).
30. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business.	Section 1 of the Pet Animals Act 1951 (c. 35); section 1 of the Animal Boarding Establishments Act 1963(c. 43); the Riding Establishments Acts 1964 and 1970 (1964 c. 70 and 1970 c. 70); section 1 of the Breeding of

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	Dogs Act 1973 (c. 60), and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999.
31. Power to register animal trainers and exhibitors.	Section 1 of the Performing Animals (Regulation) Act 1925 (c. 38).
32. Power to license zoos.	Section 1 of the Zoo Licensing Act 1981 (c. 37).
33. Power to license dangerous wild animals.	Section 1 of the Dangerous Wild Animals Act 1976 (c. 38).
34. Power to license knackers' yards.	Animal By-Products (Enforcement) (England) Regulations 2011/881
35. Power to license the employment of children.	Part II of the Children and Young Persons Act 1933 (c. 33), byelaws made under that Part, and Part II of the Children and Young Persons Act 1963 (c. 37).
36. Power to approve premises for the solemnisation of marriages.	Section 46A of the Marriage Act 1949 (c. 76) and the Marriages (Approved Premises) Regulations 1995 (S.I. 1995/510)
37. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to—  a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or  b) an order under section 147 of the Inclosure Act 1845 (c. 8 & 9 Vict. c. 118)	Regulation 6 of the Commons Registration (New Land) Regulations 1969 (S.I. 1969/1843).
38. Power to register variation of rights of common.	Regulation 29 of the Commons Registration (General) Regulations 1966 (S.I. 1966/1471)
39. Power to license persons to collect for charitable and other causes.	Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 (c. 31) and section 2 of the House to House Collections Act 1939 (c. 44)
40. Power to grant consent for the operation of a loudspeaker.	Schedule 2 to the Noise and Statutory Nuisance Act 1993 (c. 40).
41. Power to grant a street works licence.	Section 50 of the New Roads and Street Works Act 1991 (c. 22).
43. Power to issue licences for the movement of pigs.	Pigs (Records, Identification and Movement) Order 2003/2632
44. Power to license the sale of pigs.	Pigs (Records, Identification and Movement) Order 2003/2632
45. Power to license collecting centres for the movement of pigs.	Pigs (Records, Identification and Movement) Order 2003/2632
46. Power to issue a licence to move cattle from a market.	Cattle Identification Regs 2007/529
46A. Power to grant permission for provision, etc of services, amenities, recreation and refreshment facilities on highway, and related powers.	Local Government (Miscellaneous Provisions) Act 1982 – Schedule 5, Part 1 and Sections 115E, 115F and 115K of the Highways Act 1980.
47. Power to permit deposit of builder's skip on highway.	Section 139 of the Highways Act 1980 (c. 66).
47A. Duty to publish notice in respect of	Section 115G of the Highways Act 1980

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proposal to grant permission under section 115E of the Highways Act 1980.	
48. Power to license planting, retention and maintenance of trees etc. in part of highway.	Section 142 of the Highways Act 1980.
49. Power to authorise erection of stiles etc. on footpaths or bridleways.	Section 147 of the Highways Act 1980.
50. Power to license works in relation to buildings etc. which obstruct the highway.	Section 169 of the Highways Act 1980.
51. Power to consent to temporary deposits or excavations in streets.	Section 171 of the Highways Act 1980.
52. Power to dispense with obligation to erect hoarding or fence.	Section 172 of the Highways Act 1980.
53. Power to restrict the placing of rails, beams etc. over highways.	Section 178 of the Highways Act 1980.
54. Power to consent to construction of cellars etc. under street.	Section 179 of the Highways Act 1980.
55. Power to consent to the making of openings into cellars etc. under streets, and pavement lights and ventilators.	Section 180 of the Highways Act 1980.
56. Power to sanction use of parts of buildings for storage of celluloid.	Section 1 of the Celluloid and Cinematograph Film Act 1922 (c. 35).
57. Power to approve meat product premises.	Regulations 4 and 5 of the Meat Products (Hygiene) Regulations 1994 (S.I. 1994/3082) <sup>65</sup>
58. Power to approve premises for the production of minced meat or meat preparations.	Regulation 4 of the Minced Meat and Meat Preparations (Hygiene) Regulations 1995 (S.I. 1995/3205).
59. Power to approve dairy establishments.	Regulations 6 and 7 of the Dairy Products (Hygiene) Regulations 1995 (S.I. 1995/1086).
60. Power to approve egg product establishments.	Regulation 5 of the Egg Products Regulations 1993 (S.I. 1993/1520).
61. Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods.	Schedule 1A to the Food Safety (General Food Hygiene) Regulations 1995 (S.I. 1995/1763).
62. Power to approve fish products premises.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998 (S.I. 1998/994).
63. Power to approve dispatch or purification centres.	Regulation 11 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
64. Power to register fishing vessels on board which shrimps or molluscs are cooked.	Regulation 21 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
65. Power to approve factory vessels and fishery product establishments.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
66. Power to register auction and wholesale markets.	Regulation 26 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
67. Duty to keep register of food business premises.	Regulation 5 of the Food Premises (Registration) Regulations 1991 (S.I. 1991/2828).
68. Power to register food business premises.	Regulation 9 of the Food Premises (Registration) Regulations 1991.



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69. Power to issue near beer licence. – only applies to London Boroughs	Sections 16 to 19 and 21 of the London Local Authorities Act 1995 (c.x.) and, to the extent that it does not have effect by virtue of regulation 2(3), section 25 of that Act.
70. Power to register premises or stalls for the sale of goods by way of competitive bidding. – only applies to London Boroughs	Section 28 of the Greater London Council (General Powers) Act 1984 (c.xxvii).
71. Power to register motor salvage operators.	Part I of the Vehicles (Crime) Act 2001 (c.3).
72. Functions relating to the registration of common land and town or village greens.	Part 1 of the Commons Act 2006 (c.26) and the Commons Registration (England) Regulations 2008 (S.I. 2008/1961)
73. Functions relation to the registration of city based dealers in second hand goods	South Yorkshire Act 1980, Section 52
<b>C. Functions relating to health and safety at work</b>	
Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Part I of the Health and Safety at Work etc. Act 1974 (c. 37)
<b>D. Functions relating to elections</b>	
1. Duty to appoint an electoral registration officer.	Section 8(2) of the Representation of the People Act 1983 (c. 2)
2. Power to assign officers in relation to requisitions of the registration officer.	Section 52(4) of the Representation of the People Act 1983.
3. Functions in relation to parishes and parish councils.	Part II of the Local Government and Rating Act 1997 (c. 29) and subordinate legislation under that Part.
4. Power to dissolve small parish councils.	Section 10 of the Local Government Act 1972.
5. Power to make orders for grouping parishes, dissolving groups and separating parishes from groups.	Section 11 of the Local Government Act 1972.
6. Duty to appoint returning officer for local government elections.	Section 35 of the Representation of the People Act 1983.
7. Duty to provide assistance at European Parliamentary elections.	Section 6(7) and (8) of the European Parliamentary Elections Act 2002 (c.24)
8. Duty to divide constituency into polling districts.	sections 18A to 18E of, and Schedule A1 to, the Representation of the People Act 1983.
9. Power to divide electoral divisions into polling districts at local government elections.	Section 31 of the Representation of the People Act 1983.
10. Powers in respect of holding of elections.	Section 39(4) of the Representation of the People Act 1983.
11. Power to pay expenses properly incurred by electoral registration officers.	Section 54 of the Representation of the People Act 1983.
12. Power to fill vacancies in the event of insufficient nominations.	Section 21 of the Representation of the People Act 1985.
13. Duty to declare vacancy in office in certain cases.	Section 86 of the Local Government Act 1972.
14. Duty to give public notice of a casual	Section 87 of the Local Government Act 1972.

# **Appendix “B”**

## **Licensing Committee**

### **Terms of Reference**

- 
- (l) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy and the Council's complaints process.
  - (m) To oversee the production of the Council's Annual Governance Statement and monitor progress on any issues.
  - (n) To consider the Council's arrangements for corporate governance and any necessary actions to ensure compliance with best practice.
  - (o) To consider the Council's compliance with its own and other published standards and controls.

#### *Accounts*

- (p) To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

### **COMPLAINTS REVIEW PANEL**

#### **Terms of Reference**

To consider and determine, in accordance with legislative requirements, complaints in relation to the discharge of, or any failure to discharge the Council's social services functions in relation to an individual.



### **LICENSING COMMITTEE**

#### **Terms of Reference**

- (a) The Licensing Committee shall be the licensing committee for the purposes of Section 6, Licensing Act 2003.
- (b) Except where by law or this Part of the Constitution they are functions reserved to Full Council, or where by virtue of this Constitution responsibility lies elsewhere, to exercise the functions of the Council whether as licensing authority under the Licensing Act 2003 and Gambling Act 2005 or otherwise, with regard to licensing matters under all other relevant legislation (including bye-laws), conferring upon the Council powers and duties relating to such matters, as well as any incidental steps deemed necessary or desirable and, in particular:-
  - (i) to exercise and enforce the Council's licensing functions including but not limited to those listed in Table 1 below;

- (ii) to consider and determine any plan, strategy or other policy of the Council specific to the powers and duties within its terms of reference.
- (c) Where licensing matters (including policy and adoption of legislation) are to be determined by Full Council to consider the matters and make recommendations to Full Council.
- (d) Exercise the power under the Commons Registration Act 1965 and the Commons Act 2006 to register common land or town and village greens, except where the power is exercisable solely for the purpose of giving effect to (a) an exchange of lands affected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 or (b) an order under section 147 of the Inclosure Act 1845; and to exercise the power to register variation of rights of common, PROVIDED that authority to determine the validity of an application to register land as common land or a town or village green is hereby delegated to the Director of Legal Services.

<b>Legislation</b>	<b>Extent</b>	<b>Summary of Provision</b>
Animal Boarding Establishments Act 1963	All	Regulation and enforcement in relation to animal boarding establishments.
Breeding of Dogs Act 1973	All	Regulation and enforcement in relation to premises used for breeding dogs.
Breeding of Dogs Act 1991	All	Power to inspect unlicensed premises used for breeding dogs.
Criminal Justice and Police Act 2001	Chapter 2	Designating public places in relation to consumption of alcohol; closure notices and closure orders.
Dangerous Wild Animals Act 1976	All	Regulation of the keeping of certain kinds of dangerous wild animals
Fire Safety and Safety of Places of Sport Act 1987	Parts II and III	Provisions for the safety of stands at sports grounds
Gambling Act 2005	Parts 1-3,8-16 and 18 (save ss166 and 349 which are reserved to	Provisions about gambling

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	Full Council)	
House to House Collections Act 1939	All	Regulation and enforcement of charitable collections
Hypnotism Act 1952	All	Authorisation of hypnotism exhibitions, demonstrations or performances.
Licensing Act 2003	All	Regulation and enforcement in relation to sale of alcohol, regulated entertainment and late night refreshment
Local Government (Miscellaneous Provisions Act) 1976	Part II	Provisions for the licensing, regulation and enforcement of hackney carriages and private hire vehicles and the drivers and operators of hackney carriages and private hire vehicles
Local Government (Miscellaneous Provisions) Act 1982	Parts II and III	Control of Sex Establishments; Control of Street Trading
Local Government (Miscellaneous Provisions) 1982 and the Highways Act 1980.	LG (MP) Act Schedule 5, Part 1 and Highways Act Sections 115E, 115F and 115K of the	Regulation and Enforcement of Pavement Café Licences
Marriage Act 1949	s46A	Approval of premises for the solemnization of marriages
Pet Animals Act 1951	All	Regulation and enforcement of Pet Shops
Poisons Act 1972	s5, s6 and s9	Regulation and enforcement of the registration of persons to sell poisons
Police, Factories etc. (Miscellaneous Provisions) Act 1916	s5	Regulations covering street collections
Policing and Crime Act 2009	s27	Sexual Entertainment Venues Transitional Provisions.
Riding Establishments Act 1964	All	Regulation and enforcement in relation

		to riding establishments.
Riding Establishments Act 1970	All	Provisional licensing of riding establishments.
Safety at Sports Grounds Act 1975	All	Provisions for safety at sports stadia and other sports grounds
South Yorkshire Act 1980	s52	Registration of dealers in second hand goods
Scrap Metal Dealers Act 1964	All	Regulation and enforcement of scrap metal dealers
Town Police Clauses Act 1847	ss37 to 68	Provisions for the licensing, regulation and enforcement of hackney carriages
Transport Act 1985	s16	Limitation on Hackney Carriage numbers
Vehicles (Crime) Act 2001	Parts 1 and 4	Regulation and enforcement of motor salvage operators
Zoo Licensing Act 1981	All	Regulation and enforcement in relation to zoos
<p>This list is non-exhaustive. All legislation is as may be amended from time to time and includes any schedules related to the provisions listed and any regulations, bye-laws or Statutory Instruments made under that legislation. To the extent that a matter included is reserved to Full Council the term of reference to the Licensing Committee is to consider and make recommendations to Full Council on that matter.</p>		

## PLANNING AND HIGHWAYS COMMITTEES

There are two Committees to exercise the Council's non-executive Planning and Highways functions, each with the terms of reference below. They are:-

- **The City Centre, South and East Committee** (whose terms of reference relate to matters within its area of responsibility shown on the map kept by the Head of Planning for this purpose; and
- **The West and North Committee** (whose terms of reference relate to matters within its area of responsibility shown on the aforementioned map).

### Terms of Reference

- (a) To exercise the non-executive functions of the Council as planning and highways authority set out in Part A, 5-31, Part B, 41 and 46A-55 and

# **Appendix “C”**

## **Scheme of Officer Delegations**

## Scheme of Officer Delegations

Licensing Committee delegates to the Chief Licensing Officer and Head of Licensing the following functions within its terms of reference (except to the extent that such function is by law reserved to Licensing Committee or Licensing Sub-Committee);

1. To take all administrative, incidental and ancillary steps to give effect to a decision of the Licensing Committee or Licensing Sub-Committee
2. To undertake such administrative, incidental and ancillary steps as are required by law, policy of the Council or Licensing Committee, or which the Chief Licensing Officer and Head of Licensing believes may be required to comply with statutory requirements, including such steps in relation to any consultation.
3. To grant, transfer, vary, renew and issue any licence, permits, consent or other permission where;
  - a. no relevant lawful objection has been submitted and not withdrawn; and
  - b. the grant and issue would be in accordance with any policy of the Licensing Committee (including in relation to any standard conditions or other conditions be imposed pursuant to policy) save where by law such policy must be disregarded.
4. To determine whether preliminary administrative steps required by law or policy have been complied with in circumstances where there is no material dispute over the facts such delegation to include the rejection of any application or request that is not in accordance with law.
5. To take all enforcement proceedings (including in relation to fees due) in accordance with any policy of the Licensing Committee save institution of court proceedings and revocation or permanent removal of any licence, permits, consent or other permission, but shall for the avoidance of doubt include delegation to suspend where in accordance with law.
6. To liaise with the Director of Legal Services over the institution of court proceedings.
7. In relation to legislation covering safety at sports grounds to take all steps in accordance with the legislation.
8. In relation to legislation covering house to house or street collections to refuse applications where not in accordance with a policy of the Licensing Committee.

Notes: Delegation of a function does not remove it as a function of the Licensing Committee and Officers can refer any matter to Licensing Committee (or Licensing Sub-Committee if within its remit) as they think appropriate.