

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Sub-committee of the Licensing Committee</b>	<b>Officers</b>
Final approval of the Licensing Authority statement of policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)		X (if delegated by Full Council)	
Application for premises licences		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn
Application for a variation to a licence		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn
Application for a transfer of a licence		X Where representations have been received from the Commission or responsible authority	X Where no representations have been received from the Commission or responsible authority
Application for a provisional statement		X	X
Review of a premises licence		X	
Application for club gaming/club machine permits		X Where objections have been made and not withdrawn	X Where no objections have been made and not withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice		X	X
Decision to give a counter notice to a temporary use notice			

**X** indicates the lowest level to which decisions can be delegated

**APPENDIX**

Matters to be dealt with	Sub-Committee	Officers
Application for personal licence	If a police or immigration enforcement objection	If no objection made
Application for personal licence with unspent convictions	If a police objection	If no objection made
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation 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	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

**APPENDIX**

Matter to be dealt with	Licensing Committee	Sub-Committee	Authorised Officers
Determination of application for a Hackney Carriage/Private Hire Vehicle Drivers Licence		All other cases	Where the authorised officer is satisfied that the applicant is fit and proper
Revoke a Hackney Carriage/Private Hire Vehicle Drivers Licence following a complaint, conviction, endorsement, etc		All other cases	Director – Communities and Environment
Suspend a Hackney Carriage/Private Hire Vehicle Drivers Licence following a complaint, conviction, endorsement, etc		All other cases	Director – Communities and Environment
Suspend a Hackney Carriage or Private Hire Vehicle			Authorised Officer
Revoke a Hackney Carriage or Private Hire Vehicle licence		All cases	
Refuse a Hackney Carriage or Private Hire Vehicle licence		All cases	
Suspend/Refuse or Revoke an operator's licence		All cases	
Attach Warning Points to Hackney Carriage and Private Hire Drivers, Operators and Vehicle Licences		In accordance with Schedule A of Appendix 19	In accordance with Schedule A of Appendix 19
Consider an appeal against Warning Points attached to Hackney Carriage and Private Hire Drivers, Operators and Vehicle Licences			Business Manager – Public Protection
Consideration of a deviation from Policy			Business Manager – Public Protection
Review and determine hackney carriage and private hire driver licences where there is a doubt as to the medical fitness of the driver		All cases	