

Matter to be dealt with	Full Council	Sub-committee of the Licensing Committee	Officers
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Application for premises licences		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn
Application for a variation to a licence		X Where representations have been received and not withdrawn	X Where no representations received/representations have been withdrawn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Application for club gaming/club machine permits		X Where objections have been made and not withdrawn	X Where no objections have been made and not withdrawn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	