

## Delegation to Head of Administration

- (1) To administer the Hypnotism Act 1952 including the institution of proceedings for breaches of the Act and Section 12 of the Local Government (Miscellaneous Provisions) Act 1982.
- (2) To issue licences under S.2 of the House-to-House Collections Act, 1939, as amended after suitable attempts at liaison and after making such enquiries as may be necessary.
- (3) To allocate street collections.
- (4) To issue, suspend, revoke or refuse hackney carriage and private hire licences under the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 and to issue notices exempting private hire vehicles from displaying the private hire vehicle plate under the provision of Section 75(3) of the Act.
- (5) Issue of Licences in respect of Money Lenders and Pawn Brokers (subject to periodic reports to the Licensing Committee on Licences issued).
- (6) To convene meetings of working parties, panels and other meetings in which members are involved.
- (7) Following consultation with the Leader, to approve the attendance of Members at conferences and meetings including the payment of travelling and subsistence allowances.
- (8) To determine all applications and decide all other matters in relation to the licensing functions set out in the Licensing Act 2003 and any amending legislation save for those applications and matters expressly excluded from delegation to officers by that legislation.
- (9) To determine applications made pursuant to the Licensing Act 2003 and any amending legislation where the holding of a hearing has been dispensed with in accordance with Regulations made thereunder.
- (10) To reject representations under the Licensing Act 2003 which he considers to be vexatious, frivolous or repetitious.
- (11) To determine all applications and decide all other matters in relation to the licensing functions set out in the Gambling Act 2005 and any amending legislation save for those applications and matters expressly excluded from delegation to officers by that legislation.
- (12) To determine applications made pursuant to the Gambling Act 2005 and any amending legislation where the holding of a hearing has been dispensed with in accordance with Regulations made thereunder.
- (13) To reject representations under the Gambling Act 2005 which he considers to be vexatious, frivolous or repetitious
- (14) To determine applications for Licensed Premises Gaming Machine permits
- (15) To cancel or vary Licensed Premises Gaming Machine permits
- (16) To determine applications for Club Gaming Permits and Club Machine Permits
- (17) To determine applications for Prize Gaming Permits
- (18) To determine applications for Small Lottery Registration
- (19) To revoke a Small Lottery Registration

- (20) To remove automatic entitlement to gaming and/or to two gaming machines on alcohol licensed premises
- (21) To grant, with or without conditions, or refuse applications for a licence to place tables and chairs on the highway in accordance with the Highways Act 1980 including the suspension of such licences
- (22) To amend the scheme for the Licensing of Tables and Chairs on the highway save for any significant amendments which shall be referred to the Cabinet
- (23) To establish an Independent Review Panel for a period of four years to review Members Allowances and to pay consultancy fees to the Chairman of the Panel.
- (24) To make recommendations under the Licensing Act 2003 as to the restriction of admission of children to non-classified films, or a particular classified film, save always to his discretion to refer a film to a licensing sub-committee for determination of the appropriate recommendation.
- (25) To serve Closure Notices under S19 of the Criminal Justice and Police Act 2001 in respect of premises used for the unlicensed sale of alcohol and to take action for the enforcement, cancellation and termination of such notices pursuant to S19-28 of that Act
- (26) To determine all applications and decide all other matters in relation to the licensing functions set out in the Scrap Metal Dealers Act 2013 and any amending legislation save for the hearing of representations in cases involving the refusal, revocation or variation of a licence.
- (27) To determine applications for sex establishment licences save for where objections to the grant, transfer or renewal of a licence have been received.*
- (28) That the holders of the following posts be authorised to enter land or premises and to carry out any act included in the legislation and subordinate legislation made thereunder and any amendments thereto set out in the:

Local Government (Miscellaneous Provisions) Acts 1976 & 1982

Town Police Clauses Acts 1847 & 1889

Public Health Acts 1875 & 1936

House to House Collections Act 1939

Hypnotism Act 1952

Police, Factories Etc. (Miscellaneous Provisions) Act 1916

Licensing Act 2003

Gambling Act 2005

Health Act 2006 – Smoke free provisions PART 1 Chapter 1 (in so far as they relate to fixed penalty notices and associated matters pertaining to the smoke free requirements)

Scrap Metal Dealers Act 2013

<u>Post No</u>	<u>Designation</u>
LD07	Licensing Manager
LD29	Licensing Officer