

## Appendix A

Function	Full Committee	Sub Committee	Officer
Part a			
Determination of application for premises licence Section 18		If a relevant representation made Section 18(2)	All other cases Head of Legal, Licensing and Democratic Services
Determination of application for provisional statement Section 31		If a relevant representation made Section 31(3)	All other cases Head of Legal, Licensing and Democratic Services
Determination of application to vary premises licence Section 35		If a relevant representation made Section 35(3)	All other cases Head of Legal, Licensing and Democratic Services
Application to vary designated premises supervisor Section 39		If a police objection Section 39(3)	All other cases Head of Legal, Licensing and Democratic Services
Request to be removed as designated premises supervisor Section 41			All cases Head of Legal, Licensing and Democratic Services
Determination of application for transfer of premises licence Section 44		If a police objection Section 44(5)	All other cases Head of Legal, Licensing and Democratic Services
Consideration of police objection made to interim authority notice Section 48		Where notice of objection is given by the chief officer of police Section 48(3)	All other cases Head of Legal, Licensing and Democratic Services
Determination of application to review premises licence Section 52		All cases Sections 52(2) and (3)	
Determination of application for club premises certificate Section 72		If a relevant representation made Section 72(3)	All other cases Head of Legal, Licensing and Democratic Services
Determination of application to vary club premises certificate		If a relevant representation made Section 85(3)	All other cases Head of Legal,

Section 85			Licensing and Democratic Services
Determination of application for review of club premises certificate Section 88		All cases	
Decision to give counternotice to temporary event notice Section 105		Where notice of objection is given by the chief officer of police Section 105(2)	
Determination of application for personal licence  Section 120		If a police objection for convictions  Section 120 (7)	If no police objection :  Head of Legal, Licensing and Democratic Services
Determination of application of renewal of personal licence Section 121		Where notice of objection is given by the chief officer of police  Section 121(6)	If no police objection :  Head of Legal, Licensing and Democratic Services
Revocation of personal licence where convictions come to light after grant Section 124		Where the chief officer of police has given an objection notice (This means all cases will come to a sub-committee)	
Decision on whether a representation is irrelevant frivolous vexatious etc.			Head of Legal, Licensing and Democratic Services,
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
<b>Approval of minor variations</b>			<b>Head of Legal, Licensing and Democratic Services</b>
<b>Determination of the removal of a Designated Premises Supervisor or Personal Licence Holder at community premises</b>		<b>If a relevant representation is made</b>	<b>All other cases</b>  <b>Head of Legal, Licensing and Democratic Services</b>

b) Other delegations:

<b>Function</b>	<b>Full Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
<b>Part b</b>			
All other functions under the Licensing Act 2003 and regulations made thereunder which the Licensing and Enforcement Committee is permitted to delegate, not already covered in section (a) above		When exercising those functions in connection with the delegations set out in part a above	All other cases Head of Legal, Licensing and Democratic Services