

| Table: Delegation of Functions Licensing Act 2003 | | | | |
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| Matters to be dealt with | Licensing Committee | Licensing Sub-Committee | Licensing Officer | Delegation to officers allowed? |
| Determining the grant, or variation: Application for a Premises Licence/Club Certificate/Provisional Statement or variation of any of these | | If relevant representations made | If no relevant representations made | Not if a representation has been made |
| Application for a Minor Variation | | | All cases | Yes |
| Application for the Transfer of a Premises Licence | | If relevant representations made | If no relevant representations made | Not if a representation has been made |

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| Application for a Variation of a Designated Premises Supervisor | | If relevant representations made | If no relevant representations made | Not if a representation has been made |
| Application for a Standard Temporary Event Notice | | If relevant representations made by police/environmental health officer | If no relevant representation made | Not if a representation has been made |
| Application for a Late Temporary Event Notice | | | In all cases | Not if a representation has been made |
| Application for a Personal Licence | | | All cases | Yes |
| Application for a Personal Licence with unspent relevant convictions | | if police objection | if no police objection | Not if a police objection is made |
| Personal Licence Suspension, Revocation | | Relevant Convictions | No right to work | Not if a police objection is made |

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| Application for an Interim Authority Notice | | If police objection | If no police objection | Not if a police objection is made |
| Application for a Review of a Premises Licence/Club Premises Certificate | | All cases | | No |
| Request to be removed as a Designated Premises Supervisor | | | All cases | Yes |
| Decision on whether a representation is irrelevant frivolous vexatious | | | All cases | Yes |
| Determination of application to vary premises licence at community premises to include the alternative licence condition | | If police objection | If no police objection | Not if a police objection is made |
| Decision to object when local authority is a consultee and not the relevant authority considering the | | | All cases <i>in consultation with Chair of Committee</i> | Yes |

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| application | | | | |
| EMRO | All Cases | All Cases | | No |
| Late Night Levy | All Cases | All Cases | | Yes |
| Cumulative Impact Policy | All Cases | All Cases | | No |
| Closure Notices | | | | No |

| Table: Delegation of Functions Gambling Act 2005 | | | | |
|---|---------------------|--|---|---------------------------------------|
| Matters to be dealt with | Licensing Committee | Licensing Sub-Committee | Licensing Officer | Delegation to officers allowed? |
| Final approval of the Licensing Authority Statement of Licensing Policy | X | | | |
| Policy not to permit Casinos | Full Council | | | No |
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| Determining the grant, or variation: Application | | Where representations have been received and not | Where no representations received/representations have been withdrawn | Not if a representation has been made |

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| for a Premises Licence, Provisional Statement | | withdrawn | | |
| Application for a Variation of a Licence | | Where representations have been received and not withdrawn | Where no representations have been received/representations have been withdrawn | Not if a representation has been made |
| Application for the Transfer of a Premises Licence | | Where representations have been received from the Commission or responsible authority | Where no representations received from the Commission or responsible authority | Not if a representation has been made |
| Application for a Review of a Premises Licence | | In all cases | | No |

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| Application for club gaming/club machine permits | | Where objections have been made and not withdrawn | Where no objections have been made/objection have been withdrawn | Yes |
| Cancellation of club gaming/club machine permits | | | | Yes |
| Applications for other permits | | | All cases | Yes |
| Cancellation of Licensed Premises gaming machine permits | | | All cases | Yes |
| Consideration of temporary use notices | | | All cases | Yes |

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| Counter notice to temporary use notice | | | All cases | Yes |
| X indicates lowest level to which decision can be delegated. A sub-committee or an officer to whom a power has been delegated may refer the matter concerned to a higher level for consideration by a Committee or sub-committee if they have concerns about the issues. | | | | |