

10. Licensing Committee – A. Licensing Act 2003

Matter to be dealt with	Council	Licensing Committee	Licensing Sub-Committee	Head of Environment
Review Licensing Policy	All cases	Recommendation to Council		
Deal with Policy Issues	All cases	Recommendation to Council		
Matters of Cumulative Impact	When referred by Licensing Committee	All cases except when referred to Council		
Determination of Fees	When referred by Licensing Committee	All cases except when referred to Council		
Determination of an application for a Temporary Event Notice			Where a representation is made unless all parties agree that no hearing is necessary	All other cases
Application for personal licence			Where a police representation is made in relation to an unspent conviction for a relevant offence or foreign offence	If no representation is made
Application for premises licence/club premises certificate			If a representation is made	If no representation is made
Application for provisional statement			If a representation is made	If no representation is made

Matter to be dealt with	Council	Licensing Committee	Licensing Sub-Committee	Head of Environment
Application to vary premises licence/club premises certificate			If a representation is made	If no representation is made
Application to vary designated personal licence holder			If a police representation is made	If no representation is made
Request to be removed as designated personal licence holder				All cases
Application for transfer of premises licence			If a police representation is made	If no representation is made
Decision of whether a representation is vexatious, frivolous or irrelevant				All cases
Application for interim authority			If a police representation is made	If no representation is made
Decision whether to consult other responsible authorities on Minor Variation application				All Cases
Determination of a Minor Variation application				All Cases

Matter to be dealt with	Council	Licensing Committee	Licensing Sub-Committee	Head of Environment
Application to review premises licence/club premises certificate			All cases	
Approval of plans which do not comply with statutory scale				All cases
Decision to impose conditions on a premises licence / club premises certificate in relation to the Live Music Act 2012 following a review hearing			All cases	
Decision to impose interim sanctions in accordance with s.53A-C of the Act			All cases	

Licensing Committee – B. Gambling Act 2005

Matter to be dealt with	Council	Committee	Licensing Sub-Committee	Head of Environment
Preparation, publication and review of a Statement of Principles	All cases			
Resolution not to issue casino premises licences	All cases			
Consideration of Policy Issues		All cases		
Fee Setting		All cases		
Application for a Premises Licence / Provisional Statement and Application for Club Gaming / Club Machine Permits and Application for a variation to a licence			If a representation made and not withdrawn, or where conditions are proposed to be attached or default conditions excluded under s.169(1) of the Act and the parties have not agreed to dispense with the requirement for a hearing	All other cases
Application for a transfer of licence			If representation received from the Gambling Commission	Where no representation received
Determination of a review of a premises licence			All cases	
Cancellation of Club gaming / Club Machine Permits			All cases	
Applications for other permits				All cases

Matter to be dealt with	Council	Committee	Licensing Sub-Committee	Head of Environment
Cancellation of Licensed premises gaming machine permits				All cases
Consideration of Temporary Use Notices				All cases
Decision to give a Counter Notice to a Temporary Use Notice			All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc				All cases
Decision to make representations as licensing authority				All cases
Decision to propose additional conditions/remove default conditions				All cases
Decision to apply for a review of a premises licence				All cases