

Table: Delegation of Functions Taxi/Private Hire Vehicle Emissions

Matters to be dealt with	Sub Committee	Licensing Manager	Licensing Officer
Hackney Carriage Vehicle Renewal – Application to Depart from Policy 1 April 2018 – 31 Dec 2025	v		
Existing Licensed Replacement Vehicle (i.e. those vehicles taken off the road due to unforeseen circumstances) 1 April 2018 – 31 Dec 2020			v
Private Hire Exemption Certificates 1 April 2018 – 31 Dec 2025		v	

ULEV Vehicle Manufacture Problems 1 April 2018 – 31 Dec 2028		v	
---	--	----------	--

Table: Delegation of Functions Taxi & Private Hire

Matters to be dealt with	Licensing Committee	Licensing Sub Committee	Licensing Officer
<p>Determining the grant, renewal, transfer or amendment:</p> <ul style="list-style-type: none"> • hackney carriages; • hackney carriage drivers; • private hire operators; • private hire vehicles; and • private hire drivers; 		<p>Where convictions of a serious nature</p>	<p>X</p> <p>Where there are no convictions or where convictions do not fall within the local policy</p>
<p>Determining the immediate revocation of licences in accordance with s.61(2B)</p>			<p>X</p> <p>For matters where it is considered there is an immediate</p>

			concern for public safety
Determining the suspension or revocation of driver licences in accordance with s.61			X All cases
Determining the suspension & revocation of vehicles licences in accordance with s.60			X All cases
Determining the revocation & suspension Operators Licence in accordance with s.62			X All cases
In respect of Hackney Carriage or Private Hire drivers the granting of exemptions under relevant equalities legislation.			X Where an appropriate medical letter/certificate has been obtained
Request production of a drivers licence of a hackney carriage of private hire vehicle driver pursuant to			X All cases

the provisions s53.			
Request production of any records pursuant to the provisions of s56.			X All cases
Requiring information from any applicant for a licence pursuant to s57.			
Remove and retain a plate or disc pursuant to the provisions of s58.			X All cases
To inspect and test the fitness of any hackney carriage or private hire vehicle or any taximeter affixed to such vehicle and to take such enforcement action as necessary pursuant to the provisions of s68.			X All cases
Power to change vehicle specifications	All cases		

Signature on Licence			X
Setting Fees	X Within Council's Budget Framework		
Reinstatement of Licence			
X indicates lowest level to which decision can be delegated and may be referred to a higher level			

Table: Delegation of Functions Street Trading Consent

Local Government Miscellaneous Provisions Act 1972

sex shops move Local Byelaws 13/07/1982 28/05/1998

17/12/1998 25/05/2010

Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determining the grant; Application for a Street Trading Consent		X New Location	X Existing Location
Application for the Renewal of a Street Trading Consent		X If representation received	X If no representation received

Revocation of a Street Trading Consent		X All cases	
Designation of street as Consent Street	X		

Table: Delegation of Functions Street Collections/House to House Collections			
Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determining the grant; First Application for a House to House/Street Collection Permit to this Local Authority		X Does not meet local policy criteria	X Meets local policy criteria

Application for a House to House/Street Collection Permit			X All cases

Table: Delegation of Functions Sex Establishments

Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determining the grant; First Application for a Sex Establishment Licence	X All cases	X All cases	
Renewal Application for a Sex Establishment Licence		X If objection / relevant representation	X If no objection / relevant representation
Revocation of a Sex Establishment Licence		X All cases	

Table: Delegation of Functions Acupuncture, piercing etc.

Local Government (Miscellaneous Provisions) Act 1982

Byelaw 05/07/1984

Local Government Act 2000

Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determination of application to register for: Tattooing, Cosmetic Piercing, Semi-Permanent Skin Colouring, Acupuncture, Electrolysis			All cases

--	--	--	--

Table: Delegation of Functions Car Boots Byelaws 1998			
Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determining the grant; Application for a Car Boot Licence	Does not meet policy criteria	Does not meet policy criteria	Does meet policy criteria

Table: Delegation of Functions Scrap Metal Dealers
Scrap Metal Dealers Act 2013

Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
Determining the grant ; Application for a Car Boot Licence		Applicant convicted of relevant offence or subject of relevant enforcement action, previously refused licence or licence revoked	No relevant convictions or enforcement action No previous refusals or revocations
Revocation of Scrap Metal Dealers Licence and imposition of conditions		All cases	

Table: Delegation of Functions Animal Welfare Act 2018

Matters to be dealt with	Licensing Committee	Licensing Sub-Committee	Licensing Officer
<p>Determining the grant of application for licence for:</p> <ul style="list-style-type: none"> Cat Boarding Dog Boarding/Home Boarding/Breeding/Home Care Exhibition/Performance Animals Pet Shops/Selling Animals Riding Establishments/Hiring Horses Dangerous Wild Animals Zoos 		Where concerns raised by qualified inspector	Where no concerns raised by a qualified inspector

Determining the renewal of application for; A 1 year licence		Where concerns raised by qualified inspector	Where no concerns raised by a qualified inspector
Determining the renewal of application for; A 2 year licence		Where concerns raised by qualified inspector	Where no concerns raised by a qualified inspector
Determining the renewal of application for; A 3 year licence		Where concerns raised by qualified inspector	Where no concerns raised by a qualified inspector
Determining application for variation of licence		Where concerns raised by qualified inspector	Where no concerns raised by a qualified inspector
Application to extend period of continuation of licence following death of licence holder			All cases
Reinstatement of Licence			All cases

Appointment of Inspectors under Animal Welfare Act for purposes of entry, inspection and other purposes under the Act and regulations			All cases
---	--	--	-----------